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Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer, OTR

DATE: 5 October 1955

FROM : Chief, Instructional Services Branch, TR

SUBJECT: Weekly Activity Report, No. 40
28 September - 4 October 1955

I. SIGNIFICANT ITEMS

None

II. OTHER ACTIVITIES

25X1 1. OTR Five-Year Report. A second discussion was held between [] PPS, C/ISB, and C/VAS regarding the format, layout and the final presentation of the OTR Report. A preliminary layout "dummy" of the artwork will be prepared by C/VAS from materials furnished by []

25X1 2. The scheduled completion date of the draft version of the Glossary of Intelligence Terminology is 10 October. A total of 50 copies of 100 pp. each will be reproduced and collated by the E and R Section.

25X1 3. C/ISB and [] staff artist, VAS, attended a meeting within ORR to discuss the final design and production plans of the forthcoming ORR display for the BOC Intelligence Products Exhibit. Present at the meeting were the AD/RR, [] and representatives of the various Divisions and Branches of ORR. A number of revisions are being made, after which the final production layout will be prepared by VAS. 25X1

4. The 3 October issue of the Instructor's Guide to Current References has been received from the printer and distributed.

5. The installation of the fluorescent lighting in the Auditorium - R&S Bldg., has necessitated the re-positioning of the movie projectors in the Projection Booth. Ventilation modification to the Booth has been requested by C/AAS.

6. Catalog of Courses: Revisions, 1 Nov. 1955. All Catalogs: The Headquarters issue has been received from PPS/TR for typing; approximately 70 course descriptions were retyped, several pages were deleted, and additions and/or corrections were included. Revisions that apply to the Field catalog (200-1) will be sterilized and submitted to the CI Staff for approval. The layout of the schedule of courses is being prepared in VAS/ISB.

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7. Bibliographies and Research:

a. The reading list compiled and reproduced for the Covert
[redacted] Course has been completed.

b. Miscellaneous course materials are being reproduced for the
Anti-Communist Course. [redacted] instructor, has selected five
(5) items from the Guide for reproduction (20 copies each).

c. [redacted] has requested published materials, pictorial aids,
and information dealing with [redacted]

[redacted]
The Library Section is compiling the materials.

8. The shop and office space occupied by the VAS of ISB has been re-located
within the Rear Area of the R&S Bldg. in order to provide additional class-
room area space for OTR. The move was completed 3 October 1955. The present
allocation of the rooms occupied by VAS is as follows:

| | |
|---|-----------|
| VAS office | Room 1249 |
| Drafting area | 1231 |
| Map supply-storage | 1227 |
| Photo and Reproduction | 1251 |
| Photo Dark Room | 1251A |
| Shop area | 1247 |
| Projection area-display and conference space | 1227A |

9. Training aids completed during the week:

a. BASIC/BOC. Miscellaneous cards, total: 3
b. BASIC/Clerical. A total of 4 training charts.
c. OTR. Miscellaneous signs, total: 2

10. The staff of VAS participated in the Instructional Techniques Course/
BASIC School. Presentations concerned with the proper preparation and utiliza-
tion of training aids and audio-visual equipment were given by [redacted]
VAS and [redacted] AAS.

11. Attendance at the language film program:

a. Russian 29 September [redacted]
b. French 4 October [redacted]

12. Personnel:

a. [redacted] VAS/ISB, was married to [redacted] BFO/SS,
on the 19th of September 1955, in Washington, D. C.

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